

KOMAX CORPORATION

Position: Bench Technician
Payroll Status: Non-Exempt
Reports to: Service Repair Supervisor

BASIC FUNCTION

Responsible for the repair, calibration and testing of all small machines arriving at Komax in need of repair. Provide assistance to service department personnel as needed.

PROCESS RESPONSIBILITIES, ESSENTIAL DUTIES AND ACCOUNTABILITY

1. Provide accurate and timely machine repairs, including the processing of inventory forms and repair reports.

Responsibility: To initiate

Authority: To act

2. Process and test RMA's.

Responsibility: To recommend

Authority: To act

3. Maintain service inventory for repair area including lubricants, test equipment, tools, and cleaning supplies.

Responsibility: To recommend

Authority: To act

4. Maintain a neat and organized bench repair area using good housekeeping practices.

Responsibility: To recommend

Authority: To act

5. Maintain any information on incidents via entries in the Service Console under the oversight from the service repair supervisor or delegate.

Responsibility: To recommend

Authority: To act

6. Perform other duties as assigned.

Responsibility: To initiate

Authority: To act

8. Perform at a high level on the Komax objectives program.

Responsibility: To initiate

Authority: To act and review

9. Adhere to company policies and procedures as stated in the quality system documentation manual, the safety manual and the employee handbook.

Responsibility: To recommend

Authority: To act

KOMAX JOB DESCRIPTION

Position: Bench Technician

Page 2

KNOWLEDGE, SKILLS AND EXPERIENCE PREFERENCES

- High school graduate with one to two years' experience in machine assembly or repair
- Ability to read, write, speak and understand English
- Good oral and written communication skills
- Some ability to read and understand schematic diagrams
- Bilingual preferred

PHYSICAL REQUIREMENTS

- Lifting up to 50 lb.
- Prolonged standing, sitting, stooping, bending
- Good manual dexterity
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

For consideration, please send a resume to dharris@lakecountyil.gov and state Bench Technician in the subject line.